

STATE OF NEW JERSEY



COUNTY BOARD OF ELECTIONS & SUPERINTENDENT OF ELECTIONS C440000-903

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C440000	SCHEDULE NUMBER 903	PAGE NUMBER 1 OF 4
DEPARTMENT County Board of Elections & Superintendent of DIVISION Elections BUREAU		AGENCY REPRESENTATIVE Joseph Britt TITLE Director, Division of Elections (AREA CODE) TELEPHONE NUMBER (609) 292-3760		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE <i>X Joseph F. Britt</i>		DATE <i>March 11, 1998</i>		SECRETARY STATE RECORDS COMMITTEE SIGNATURE <i>[Signature]</i>
				DATE 21 MAY 1998
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0001-0000	Absentee Ballots and Applications	2 yrs after election		Destroy
0002-0000	Board Worker Applications (Organization Certificates) Consist of District Board Worker job applications.	2 yrs		Destroy
0003-0000	Certified List of Absentee Ballot Applications (Copies) Original maintained by County Clerk.	2 yrs		Destroy
0004-0000	Certified List of Polling Places	2 yrs		Destroy
0005-0000	Challenger List for Permits Issued	2 yrs		Destroy
0006-0000	Criminal Conviction Registration Card	1 yr after restoration of voting rights		Destroy
0007-0000	Election District Board Error Listing Consists of a listing of all voting tally errors discovered.	5 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0008-0000	Election District Maps Including re-adjustments. Maps are also maintained by Division of Elections permanently.	3 yrs after update		Destroy
0009-0000	Index Cards of Registered Voters	2 yrs after inactive		Destroy
0010-0000	Official Instructions and Procedures Manual	1 yr		Destroy
0011-0000	Permit Issued to an Agent or a Challenger Used to permit said person to remain within the polling place while the election is in progress.	2 yrs		Destroy
0012-0000	Prosecutor's Letter of Voter Disqualification Consists of correspondence notifying the Election Board of a disqualified voter.	5 yrs		Destroy
0013-0000	Prosecutor's List of Criminal Convictions for Voter Disqualification	5 yrs		Destroy
0014-0000	Receipts for Ballots and Supplies	1 yr; if federal election, 2 yrs		Destroy
0015-0000	Returned Sample Ballots	6 mos, if federal election, 2 yrs		Destroy
0016-0000	Voter Registration and Record of Voting Form (Deleted) Including original Mail Registration Form, Certificate of Signature, Disability Certificate and Identification Statement.			
0016-0001	Voter Registration and Record of Voting Form (Original) (Deleted)	5 yrs after deleted		Destroy

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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

0016-0002

Voter Registration and Record of Voting Form
(Copy) (Deleted)

Upon input and
verification of
electronic data
system

Destroy

0017-0000

Voter Registration Investigation Reports

5 yrs

Destroy

0018-0000

Voter Registry Lists (Copies)
Consists of registered voters per district and
addresses. Original maintained by County Clerk.
NJSA 19:31-18.3 42 USC 1974-1974e.

1 yr; if federal
election, 2 yrs

Destroy

0019-0000

Voting Authority Cards/Sheets

6 mos; if
federal election,
2 yrs

Destroy

0020-0000

Voter Registration Application
Includes: new voters, change of name and change
of address.

5 yrs

Destroy

0021-0000

Duplicate Voter Registration
Occurs when a voter has registered twice by
mistake.

2 yrs and after
correction made

Destroy

0022-0000

Statistical Return of Registered Voters
42 USC 1974-1974e.

1 yr if federal
election, 2 yrs

Destroy

0023-0000

Return Sheet
Lists people on ballot and total votes per
machine. NJSA 19:18-7

5 yrs

Destroy

0024-0000

Peremptory List (Obsolete)
Consists of a list of people not allowed to vote.

5 yrs

Destroy

0025-0000

Poll Books NJSA 19:31-23

6 yrs

Destroy

0026-0000

Affirmation of Voter Registration for the Use of
the Provisional Ballot

5 yrs

Destroy

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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0027-0000

Affidavit of Residency
Includes: Signature Comparison, Disability
Certificate and Identification Statement and
Temporary Registration.

5 yrs

Destroy

0028-0000

Voter Registration Information - Electronic
Includes: Registration date, birthdate of
Registrant, Party Affiliation if any, Voting
record. NJSA 19:31-3.1

10 yrs

Erase

0029-0000

Voter Declaration of Party Affiliation

2 yrs

Destroy

0030-0000

Death Notice List

2 yrs

Destroy

0031-0000

Declination of Voter Registration

5 yrs

Destroy

0032-0000

Rejected Voter Registration Applications
42 USC 1974-1974e

1 yr; if federal
election; 2 yrs

Destroy

0033-0000

Confirmation/Verification Notice (Address)

0033-0001

Confirmation/Verification Notice (Address)
Used for a change of address within the county.

2 yrs

Destroy

0033-0002

Confirmation/Verification Notice (Address)
Used for a change of address out of the county.

4 yrs

Destroy

0033-0003

Confirmation/Verification Notice (Address) -
Undeliverable

4 yrs

Destroy